

**MINUTES**  
**TOWN OF DARIEN BOARD OF EDUCATION CENTRAL OFFICE/**  
**MATHER CENTER BUILDING COMMITTEE**

**Tuesday, June 24, 2014**

A regular meeting of the Town of Darien Board of Education Central Office/Mather Center Building Committee was held on June 24, 2014. Present were Chairman David Campbell, Louis Gesauldi, Elizabeth Hagerty-Ross and John Hertz. Vice Chairman Robin Woods was absent. Also present were Clerk of the Works John Ryan, Board of Education Facilities Director Michael Lynch and Town Administrator Karl Kilduff. The meeting was called to order at 12:09 p.m.

**NEW BUSINESS**

**a) Project Update on Board of Education Central Office Phase**

Mr. Ryan reported that he design for supplemental lighting in the meeting room was completed and the fixtures were received. The electrician was to complete the installation. Additionally, a circulator fan was installed for the meeting room.

The peer review of the HVAC system resulted in a full commissioning of the system so as to test the components for operation to specifications. A problem was identified with one damper and belts and filters were recommended for quarterly replacement. The second stage heater in RTU-1 was to be disconnected. Five ton units were also oversized for some of the space to be cooled and de-rating the units were under evaluation.

Building automation access was to be resolved. It was suggested that Mr. Lynch did not have authority in the system to make changes when other users experienced no problems.

Air movement in the lower level was discussed. It was noted that the space should be preserved while future use planning is on-going. Mr. Ryan reported that an air quality test came back with no problems. It was suggested that a box fan run to keep air moving in the space beyond the current level of ducting.

**b) Project Update on Mather Center Phase**

It was reported that the architect has certified that the project has reached substantial completion. The final walkthrough for the certificate of occupancy needs to take place. Temporary emergency lighting is to be installed at the skylight, gas regulators were installed and the aqua-stats for circulating hot water are to be done by the end of the week. The kitchen equipment manufacturer was to come to the site to start and calibrate the equipment.

The project punch list was prepared and distributed by the architect. The timing and participation in an owner's walkthrough to learn the building systems was discussed.

**c) Other Items Relevant of the Committee**

First Selectman Stevenson raised aesthetic questions regarding painting in the stairwell and other unfinished areas. Mr. Ryan noted that these were punch-list items.

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**d) Approval of Minutes**

Ms. Hagerty-Ross moved, seconded by Mr. Hertz, to approve the minutes of May 27, 2014.

The motion passed 4-0.

**ADJOURNMENT**

The meeting was adjourned at 12:44 p.m.

Respectfully submitted

Karl F. Kilduff

Town Administrator